

CONFIDENTIAL

 DD FORM 1
 85-4408

OTE 85-4031

29 DEC 1985

MEMORANDUM FOR: Executive Director

 VIA: Deputy Director for Administration
 Administrative Officer, DCI

FROM:

 [REDACTED]
 Director of Training and Education

 SUBJECT: Request for Approval to Incur Expenses
 [REDACTED] on 23 January 1986

 1. Approval is requested to incur expenses allowed under
 [REDACTED]

 2. I believe the expenditure of appropriated funds is
 authorized under [REDACTED] for the costs of a reception and dinner
 in the Director's Dining Room on 23 January 1986 for the participants
 in the Ambassadorial Seminar. [REDACTED]

 3. Although we have not received the names of the participants
 from the Department of State, we expect approximately 10 newly
 appointed Ambassadors and two State Department officers. [REDACTED]

 4. Other U.S. Government employees present, including their
 title and organizational affiliation, will be:

Clair E. George/SIS

Deputy Director for Operations

 Chief, Soviet/East European
 Division/DO

 Chief, Counterintelligence
 Staff/DO

 [REDACTED]
 Dean of Conferences, Center for
 the Study of Intelligence,
 Office of Training and Education/DA

 Training Assistant, Center for the
 Study of Intelligence, Office of
 Training and Education/DA

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SUBJECT: Request for Approval to Incur Expenses

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5. I certify that the attendance of the individuals listed in paragraph 4 has been requested and is considered essential to the conduct of official Government business and, further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

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6. The estimated cost of this function is \$400.00.

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CONCUR:

25X1

[Signature]

Administration

12/30/85
Date

I certify the availability of funds in the amount indicated in paragraph 6.

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Budget and Fiscal Officer, DCI

01/02/86
Date

APPROVED:

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[Signature]

Executive Director

2 Jan 86
Date

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